

**Town of South Berwick
Request for Information**

Date/Time

Received:

Staff Member:

This form has been created to track requests for information which require staff research. It is not intended to dissuade any individuals from making a request. In accordance with 1MRSA §408, the Town shall either provide the information requested or a written response outlining why the information is not available with 5 business days from the receipt of this request. Requests received when the Town offices are closed will be considered received at 9am on the next business day. Information which is available in the Clerk's office is available for viewing during regular business hours. Copies requested will be made in accordance with state statute. Research performed by Town employees will be charged at \$25/hr after the first two (2) hours, which shall be free. The Town will make every effort to produce the documents immediately however, the staff member in possession of the documents is allowed to schedule a time for review so as not to disrupt their regularly scheduled workload. This form is not required for routine requests for information offered during the regular course of business, i.e., property tax cards, tax maps, town maps, and vital records.

Name: _____

Preferred method of contact:

Information requested:

Staff Member: _____

Disposition: _____

Charge: \$ _____ Paid: ___Cash ___Check ___Other

If no charge, explain: _____

If requested materials were not provided, attach a copy of the written response.